

**State of Alabama  
Department of Child Abuse and Neglect  
Prevention**

**Children's Trust Fund**



**FATHERHOOD AND HEALTHY  
MARRIAGE PROGRAMS**

**Request for Proposal**

**2008-2010**

(August 1, 2008 – July 31, 2010)

## Table of Contents

Table of Contents	Page 2
Introduction	Page 3
Significant Changes	Page 4
Grant Review Process	Pages 5 - 6
Excerpts from Alabama and Federal Law	Page 7
Timeline	Page 8
CTF Program Definitions	Page 9
Responsibilities of Grantee	Page 10 - 11
Program Funding Guidelines	Page 11
Program Eligibility and Requirements	Pages 11 - 12
Ineligible Program Services and Expenses	Page 13
Financial Definitions	Page 14
Program Components and Definitions	Page 15 - 16
Program Objectives and Target Data	Pages 17 - 20
Grant Review Scoring Sheet	Pages 21 - 24
CTF Tag	Page 25
CTF Board of Directors	Pages 26 - 27
State Congressional District Map	Page 28

**Grant applications must be received IN THE CHILDREN'S TRUST FUND (CTF) OFFICE by 5:00 p.m. CST on Thursday, May 22, 2008. The original application and five (5) bound or stapled copies must be complete and include all requested materials when submitted to the CTF office. Do not fax or submit applications electronically. There are no exceptions to this deadline.**

**\*\*\*SAVE YOUR APPLICATION (Excluding Attachments) ON A FLOPPY DISC or CD AND ATTACH IT TO THE ORIGINAL APPLICATION. Label the CD or floppy with organization and program name.**

### **Late applications will not be considered!**

Please hand deliver or ship applications via UPS, Federal Express, DHL, etc. to:

**Alabama Department of Child Abuse and Neglect Prevention  
Children's Trust Fund  
RSA Union Building  
100 North Union Street, Suite 350  
Montgomery, AL 36104**

OR

Please mail applications to:

**Alabama Department of Child Abuse and Neglect Prevention  
Children's Trust Fund  
P. O. Box 4251  
Montgomery, AL 36103**

## Introduction

This document contains the Request for Proposal (RFP) for Fatherhood and Healthy Marriage Programs only.

Copies of the Fatherhood/Healthy Marriage RFP and Fatherhood/Healthy Marriage Grant Application will be available on the Children's Trust Fund web site after April 1, 2008. The website address is [www.ctf.alabama.gov](http://www.ctf.alabama.gov)

To request a Fatherhood/Healthy Marriage Grant Application, please contact CTF at:

Children's Trust Fund  
RSA Union Building, Suite 350  
P.O. Box 4251  
Montgomery, Alabama 36103  
(334) 242-5710

CTF will not fax the Request for Proposal or the Grant Application.

**Organizations cannot submit a single application for multiple program types. An organization may apply in both (Fatherhood and Marriage) program categories but it cannot be for the same program.**

Categories for funding programs are developed by the Alabama Department of Child Abuse and Neglect Prevention and the Alabama Department of Human Resources. The CTF Board has the discretion to set funding priorities in all program areas.

**RFP Trainings will be held as follows:**

**April 7, 2008 (Tuscaloosa) – Location: Child Development Resources, University of Alabama, 651 Fifth Avenue East, Tuscaloosa, Alabama 35401. Time: 1:00 p.m.**

**April 8, 2008 (Gadsden) - Location: Gadsden State Community College (East Broad Street Campus), Joe Ford Building (Room 210) 405 Korner Street, Gadsden, Alabama 35903. Time: 9:00 a.m.**

**April 9, 2008 (Decatur) – Location: Calhoun Community College, APC Lecture Hall (Room 103), 6250 U.S. Highway 31 North, Decatur, Alabama 35671. Time: 1:00 p.m.**

**April 9, 2008 (Opelika) - Location: Childcare Resource Center, 2015 Gateway Drive, Opelika, Alabama 36801. Time: 9:00 a.m.**

**April 10, 2008 (Dothan) - Location: Girls Inc., 785 South Foster Street, Dothan, Alabama 36301. Time: 9:00 a.m.**

**April 11, 2008 (Mobile) - Location: Mobile Public Library, West Regional Branch, 5555 Grelot Road, Mobile, Alabama 36609. Time: 9:00 a.m.**

**April 11, 2008 (Montgomery) - Location: AUM School of Nursing (Moore Hall – RM 324) Montgomery, Alabama 36117. Time: 9:00 a.m.**

It is not mandatory for **new** applicants to attend a Fatherhood/Healthy Marriage RFP Training. However, due to annual changes made by DHR and the CTF Board, it is strongly encouraged. All current (Program Year 2007 . 2008) grantees are stipulated to attend per their current contract. A sign-in sheet will be available for current grantees to verify attendance.

## Significant Changes for Program Year(s) 2008-2010

This page does not include all changes made by the CTF Board; therefore applicants are encouraged to attend RFP Training.

### Grant Cycle, RFP Page 5

Fatherhood and Healthy Marriage Grants will be approved for a two (2) year period beginning August 1, 2008. A continuation application must be submitted to CTF by May 1, 2009 in order to be considered for continued funding in year two (PY 2009 - 2010). The continuation application process will be explained at a later date to those organizations that receive funding in year one (PY 2008 - 2009).

### Request for Reconsideration, Page 6

Funding decisions made by the State Board on July 25, 2008 are final.

### Grant Application Ceiling

**NO ORGANIZATION MAY APPLY FOR MORE THAN A TOTAL OF \$75,000 IN COMPETITIVE TANF FUNDS (FATHERHOOD/HEALTHY MARRIAGE) FOR PROGRAM YEAR 2008-2009. AN ORGANIZATION MAY APPLY FOR BOTH A FATHERHOOD AND HEALTHY MARRIAGE GRANT. THOSE ORGANIZATIONS RECEIVING HEALTHY MARRIAGE INITIATIVE FUNDS THROUGH AUBURN UNIVERSITY ARE NOT ELIGIBLE TO APPLY FOR A HEALTHY MARRIAGE GRANT THROUGH CTF.**

### Required Background Checks, RFP Page 9

***Expenses necessary to conduct ABI/FBI background checks must be included in proposed budget regardless of the amount requested.***

### Elected Official Written Notification/Press Release, RFP Page 10

Notify the members of the Alabama Legislature in the program's base county (and any other counties served by that program) in writing upon receipt of a CTF Grant Award Contract. Invite your State Senator and Representative to visit your program and be recognized for his/her support of CTF funding for your prevention program. Mail a copy of the letter of invitation and **press release** to the assigned CTF Field Director. If the Legislator(s) accepts, we will make every effort to have a CTF Board or Staff member join you to recognize the Legislator(s), and make photographs for the Media. In July, CTF will also notify members of the Alabama Legislature of grant awards immediately following the Board's approval of Program Year 2008-2009 grants. ***Recognize DHR as the primary funding source for the Fatherhood and Marriage Programs.***

### Mandated Referrals, RFP Pages 10 and 12

A current letter of collaboration from the local Child Support Court Judge assuring mandated referrals to the TANF funded Fatherhood Program.

### IRS 501(c)(3) Status, Page 12

Non-profit organizations must include documentation of 501(c)(3) status in the grant application in order to receive funding. **Any Grant Application not showing 501(c)(3) status documentation or proof of submission of an IRS 501(c)(3) application by May 22, 2008 will not be funded.** (applicant must provide documentation to CTF by May 22, 2008 no later than 5:00 p.m.)

**The mission of the Children's Trust Fund of Alabama is to prevent child abuse and neglect.** Each Fatherhood and Healthy Marriage Program should define the way CTF accomplishes this mission by selecting program objectives. Research in the field of child abuse prevention proves that programs are most effective when they impact the entire family.

*Examples include but are not limited to two parent families, single parent families, non-custodial families and extended families.*

## **REQUEST FOR PROPOSAL FATHERHOOD/HEALTHY MARRIAGE PROGRAM GRANTS**

**Grant Cycle: August 1, 2008 through July 31, 2010**

*The State of Alabama Department of Child Abuse and Neglect Prevention (Children's Trust Fund) announces the availability of grant funding for Fatherhood and Healthy Marriage programs for Program Year(s) 2008-2010. Eligible applicants for CTF grants are local or statewide public entities or private non-profit organizations meeting the requirements of Section 501(c) (3) of the Internal Revenue Code. Funds will be used for child abuse and neglect prevention programs serving families with a non-custodial parent encompassing Parent Education and Support and/or strengthening relationships.*

### **Grant Review Process**

Proposals from each congressional district are reviewed on a local and state level by a two-step process:

#### **1. Local Level**

A Local Review Team of volunteers and Board appointees representing all seven congressional districts will review the grants. **This team will make recommendations to the State Board.** Board review is based on the grant application, local review team, CTF staff recommendations and Auburn University Evaluation Team's report to the State Board.. *No presentations or videos will be given to the Local Review Team.*

#### **2. State Level**

All grant applications will be submitted to the State Board with recommendations from the Local Review Team, CTF Staff, and DHR Staff. The CTF Board has the discretion to approve or disapprove funding and will make the final decisions on the funding amount granted.

### **Notice of Approval**

The CTF Director shall notify the applicant in writing of an approved competitive application. Grantees will receive a contract specifying the conditions that the applicant must meet in accordance with applicable state and federal regulations.

## **Request for Reconsideration**

Funding decisions made by the State Board July 25, 2008 are final.

### **Availability of Funds**

Applicants are advised that the CTF grant process is competitive and that grants will be awarded in varying amounts, based upon the need and availability of funds. The total of grants awarded will depend upon funds available, as well as review of the grant applications.

### **Grant Application Ceiling**

**NO ORGANIZATION MAY APPLY FOR MORE THAN A TOTAL OF \$75,000 IN COMPETITIVE TANF FUNDS (FATHERHOOD/HEALTHY MARRIAGE) FOR PROGRAM YEAR 2008-2009. AN ORGANIZATION MAY APPLY FOR BOTH A FATHERHOOD AND HEALTHY MARRIAGE GRANT. THOSE ORGANIZATIONS RECEIVING HEALTHY MARRIAGE INITIATIVE FUNDS THROUGH AUBURN UNIVERSITY ARE NOT ELIGIBLE TO APPLY FOR A HEALTHY MARRIAGE GRANT THROUGH CTF.**

### **Overview of Fatherhood Initiative**

This application packet contains guidelines for submitting an application to CTF for a performance-based contract to provide opportunities to families with a non-custodial father. Activities (training, workshops, conferences, counseling, etc.) should encourage and facilitate active parenting by non-custodial fathers. The goal is to increase the fathers' involvement in their children's lives and increase child support payments/collection. Federal TANF (Temporary Assistance for Needy Families) funds for this competitive selection process are provided to CTF through a partnership with the Alabama Department of Human Resources (DHR).

Target population for Fatherhood Programs should include (but are not limited to) non-custodial fathers who have a DHR child support case and who:

- are unemployed or underemployed (income less than 200% of the federal poverty level)
- lack a high school diploma or GED
- lack the skills to obtain gainful employment

### **Overview of the Healthy Marriage Initiative**

Research demonstrates that healthy relationships and marriages are clearly linked, directly and indirectly, with child outcomes. Therefore, supporting the development and maintenance of healthy, stable relationships and marriages is a key element of prevention programming. This application packet contains guidelines for submitting an application to CTF for a program implementation grant that provides marriage education for community members. Because CTF emphasizes prevention programming, marriage programs should be educational in nature, rather than therapeutic. Programs should facilitate learning of core relational skills (see recommended research-based curricula p.17). Selected grantees will utilize a pre- and post-program evaluation questionnaire to demonstrate impact on participants' knowledge, skills, and relationship quality. Federal TANF (Temporary Assistance for Needy Families) funds for this competitive selection process are provided to CTF through a partnership with the Alabama Department of Human Resources (DHR).

*The TANF funds available for these initiatives will address the following TANF goals:*

- *To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.*
- *To encourage the formation and maintenance of two-parent families.*

*The contracts will fund the costs associated with operating Fatherhood/Healthy Marriage Programs by providing a reimbursement each month of approved expenditures. Funding for these initiatives is provided by Federal funds under the Temporary Assistance for Needy Families (TANF) through a CTF-DHR partnership.*

## **Excerpts from Alabama and Federal Laws**

The State of Alabama Department of Child Abuse and Neglect Prevention (Children's Trust Fund), under authority of Acts No. 83-735 and 83-736 is accepting applications for the establishment or maintenance of community-based child abuse and neglect prevention programs. Grant funds from Children's Trust Fund (CTF) must be used solely for the purpose of child abuse and/or neglect prevention services to residents of Alabama and may not be expended for treatment.

Programs approved for funding will have a strong component of local support including utilization of community resources, collaboration among existing prevention programs, use of community volunteers, and a percentage match of local funding and in-kind contributions.

**Prevention Program**, Act-83-736, Section 2(a)6 - a system of direct provision of child abuse and neglect prevention services to a child, parent, or guardian.

**Child Abuse**, Act 83-736, Section 2(a)2 - harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which harm occurs or is threatened through non-accidental physical or mental injury; sexual abuse, which includes a violation of any provision of Chapter 6, Article 4, Title 13A.

**Child Neglect**, Act 83-736, Section 2(a)4 - harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

**Children First Programs**, Federal Tobacco Settlement under Section 3 of Act 99-441 of tobacco revenues to be allocated pursuant to Act 99-390 as codified in Section 41-15B-2.2, Code of Alabama 1975.

**Community Based Child Abuse Prevention (CBCAP)**, Federal grant awarded to CTF under Section 201 of Title II of the Child Abuse Prevention and Treatment Act (CAPTA).

**Local Councils**, Acts 1983, No. 83-736, p. 1198, § 9; Act 98-601, p. 1313, § 1.

**Temporary Assistance to Needy Families (TANF)**, Temporary Assistance to Needy Families was created by the Welfare Reform Law of 1996. TANF provides assistance and work opportunities to needy families by granting states the federal funds and wide flexibility to develop and implement their own welfare programs.

## Timeline for CTF 2008-2010 Fatherhood/Healthy Marriage Grant Proposals

Fatherhood/Healthy Marriage RFP and Grant Application Available:	April 1, 2008
Fatherhood/Healthy Marriage RFP Trainings:	
Tuscaloosa	April 7, 2008
Gadsden	April 8, 2008
Decatur	April 9, 2008
Opelika	April 9, 2008
Dothan	April 10, 2008
Mobile	April 11, 2008
Montgomery	April 11, 2008
Fatherhood/Healthy Marriage Grant Application Deadline:	May 22, 2008
Local Grant Review of Grants:	June 24 . 25, 2008
State Board Review of Grants:	July 25, 2008
Announcement of Grant Recipients:	August 1, 2008
Grant Award Contracts mailed:	August 2008
Contract Signature/Return Deadline	September 2, 2008
Grantee Training: Birmingham Sheraton <b>(Mandatory for all Fatherhood/Healthy Marriage grantees)</b>	September 9 -11, 2008
Monthly Financial Reports Due:	10th of each month
Quarterly Data Reports Due:	
(August 1 . October 31)	November 17, 2008
(November 1 . January 31)	February 16, 2009
(February 1 . April 30)	May 15, 2009
(May 1 . July 31)	July 31, 2009

**IMPORTANT: For PY 2007-2008 (current) grantees: Final Programmatic Reports must be received by Auburn University no later than July 16, 2008 to receive funding for the 2008-2009 grant year.**

**All contracts must be signed and returned by September 2, 2008 to receive funding.** The funding period will begin August 1, 2008 and end July 31, 2009. All funds must be expended by July 31, 2009. No budget revisions are allowed after June 1, 2009. A continuation application process will determine funding for PY 2009 . 2010.



## CTF Program Definitions

### Required Background Checks

The CTF Board approved the following policy: All employees and volunteers who have direct contact or care/treatment or custodial responsibilities for a child; or whose salary is partially or fully paid for by the CTF grant, must secure a national criminal background check through the Alabama Bureau of Investigation.

The fee for the national criminal background check is \$49.00 per individual. A grant applicant must include funding for each background check in the proposed budget under the line of ~~Background Check~~. Also include a description of the type of unsupervised work that the staff member or volunteer does with a child in the budget narrative.

### Monitoring/Site Visits

All grantees will consent to monitoring/evaluation reporting requirements as established by the Department, including compliance reviews/audits to ensure financial and programmatic data accuracy. Site visits will be conducted by CTF as needed or requested. If CTF/DHR determines that the program is not progressing as planned, the Fatherhood and/or Healthy Marriage Division Director may call for technical assistance in assessing or redirecting the program.

### Contracting

Agencies will not start activities prior to receipt of a signed contract with the Children's Trust Fund. No funds will be made available to programs without a signed, executed contract.

**Contracts must be signed and returned to CTF on the date specified in the contract to receive funds.** Grant funds shall not be obligated prior to start date or after the termination date. All 2006-2007 grant funds must be spent by July 31, 2008. Unexpended PY 2008-2009 funds will be returned to CTF by September 1, 2009.

### Program Start Up

All programs must begin within 30 calendar days after the execution of a contract unless a later starting date is approved in writing by CTF. **Failure to begin the program within these requirements will result in evaluation for possible termination of funding.**

### Budget Revisions

All programs must adhere to the program budget approved by the Board. Programs may make budget revisions of up to 25% (Personnel . 10%) from any existing budget category to another. Budget revisions from any budget category, or adding new line items, must be submitted in writing and approved by CTF prior to implementation. If awarded a grant, no budget revisions are allowed after June 1, 2009.

## Responsibilities of the Grantee

Complete responsibilities of the grantee will be outlined in the contractual agreement. These responsibilities include, but are not limited to:

- Implement the funded program in accordance with the contract.
- Demonstrate an impact upon the population served.
- Maintain accepted accounting methods.
- Publicize the income tax check-off, CTF car tags, facilitate fund-raising and community awareness for CTF and DHR.
- Acknowledge CTF/DHR as a source of funding in **all** printed or video materials related to the CTF/DHR funded program.
- Participate in the Auburn University evaluation process by collecting and submitting programmatic data.
- Provide technical assistance to other communities in replicating the program model as requested.
- Attend Grantee Training September 9 - 11, 2008 (**expenses not exceeding \$600 per program must be included in budget regardless of amount requested**).
- Work with CTF/DHR staff to coordinate site visits.
- Strongly encourage participation in local Children's Policy Council within grantee's county.
- Notify the members of the Alabama Legislature in the program's base county (and any other counties served by the program) in writing upon receipt of a CTF Grant Award Contract. Invite your Senator and Representative to visit your program and be recognized for his/her support of CTF funding for your Fatherhood program. Mail a copy of the letter of invitation and **press release** to the assigned CTF Field Director. If the Legislator(s) accepts, we will make every effort to have a CTF Board or Staff member join you to recognize the Legislator(s) and make photographs for the Media. (In July, CTF will also notify members of the Alabama Legislature of grant awards immediately following the Board's approval of Program Year 2008-2009 grants.) ***Recognize DHR as the primary funding source for the Fatherhood and Marriage Programs.***
- Board of Adjustment: Section 41-9-65, Code of Alabama (1975). All claims must be filed in the Office of the Clerk of the Board, Alabama Dept. of Finance Legal Division, within one year after the cause of action.
- Establish a point of contact with the local Department of Human Resources.
- Develop a plan for local child support staff to provide appropriate education on child support policy and procedures (*Fatherhood Grantees*).
- Conduct Quarterly Fatherhood/Healthy Marriage meetings with county DHR officials.
  - ⇒ First meeting must be scheduled by October 1, 2008.
  - ⇒ Notes/minutes must be forwarded to CTF within thirty days of scheduled meeting.
- Must develop a working relationship with the local Child Support Court (to include mandated referrals) (*Fatherhood Grantees*).
- Must serve DHR and Court referred clients as a priority.
- Must develop and maintain a working relationship with any local Administrative Office of Courts (AOC) Funded Access and Visitation projects in your county so that there is no duplication of services (CTF recommends a support letter from the Judge or designee) (*Fatherhood Grantees*).
- Establish a point of contact with local Domestic Violence assistance program and develop a written domestic violence protocol.
- Connect with the Alabama Community Healthy Marriage Initiative. Listserv sign-up is at [www.alabamamarriage.org](http://www.alabamamarriage.org) (*Healthy Marriage Grantees*).
- Attend Healthy Marriages, Healthy Families, Responsible Fatherhood: State Conference on Best Practices February 3 - 5, 2009 in Montgomery, AL (**expenses not exceeding \$500 per program must be included in budget regardless of amount requested**).

- Must conduct background checks in accordance with CTF Board Policy (expenses necessary to conduct ABI/FBI background checks must be included in budget regardless of amount requested).
- Encourage low-income families to participate in the Earned Income Tax Credit (EITC).
- Fatherhood program components must include, but are not limited to:
  - Job Readiness
  - Job Development
  - Education (GED) & Short-Term Job Training
  - Child Support Education
  - Individual Case Management
  - Physical Rehabilitation Referral
  - Group Meetings (at least monthly . research based curriculum)
  - Develop a working relationship with local Workforce Development provider/program.
  - Job Referral
  - Substance Abuse Referral
  - Domestic Violence Education and Referral

### **Program Funding Guidelines**

CTF funds programs impacting child abuse at the primary and secondary levels:

**Primary Prevention** in child abuse refers to efforts aimed at positively influencing parents/guardians/caregivers and/or children **before abuse or neglect occurs**.

**Primary Prevention Services:**

- are offered to all members of a population
- are voluntary
- attempt to influence societal forces that impact parents and children

**Secondary Prevention** of child abuse and neglect refers to those supportive services targeted toward populations who are considered to be ~~at~~ **at risk** because of their life situation. While child abuse or neglect may not have taken place within these groups, the probability that it will occur is presumed greater than in the general population.

**Secondary Prevention Services:**

- target a pre-defined group of ~~at~~ **vulnerable** individuals
- seek to prevent future problems by focusing on the particular stresses of parents/caregivers, youth or children.

### **Program Eligibility and Requirements**

*CTF Programs must be in compliance with the following requirements to be eligible for funding:*

1. Establish or continue a community-based child abuse and neglect prevention program serving families with non-custodial parents of children who are residents of Alabama. Funds may not be used for treatment.
2. Demonstrate changes in knowledge, behaviors and attitudes of program participants, which lead to the prevention of child abuse and neglect.
3. If the program utilizes volunteers, there must be a training and documentation component.

4. Training, staff development, and conferences must support the prevention activities outlined in the grant. To be paid for by CTF grant funds, a specific training activity must have prior approval from CTF.
5. A current letter of collaboration from the local Child Support Court Judge assuring **mandated referrals** to the TANF funded Fatherhood Program.
6. A current letter of collaboration from the local county Department of Human Resources. Letters of support/collaboration from other community resources may also be appropriate (in addition to the DHR letter).
7. CTF will contract with only one organization per program. When a program is a collaborative or sponsored effort, the primary agency may sub-contract with another organization; however, they must submit the agreement to CTF for review and approval.
8. Non-profit organizations must include documentation of 501(c)(3) status in the grant application in order to receive funding. **Any Grant Application not showing 501(c)(3) status documentation or proof of submission of an IRS 501(c)(3) application by May 22, 2008 will not be funded.** *(applicant must provide documentation to CTF by May 22, 2008 no later than 5:00 p.m.)*
9. The grant application will include a current list of governing board members of the applicant organization.
10. No person shall be discriminated against on the grounds of race, color, national origin, sex age, or disability in receipt of services funded with this grant. The program will be in compliance with Americans with Disabilities Act of 1990.
11. Organizations receiving state funds for programming will be required to provide assurance to CTF that those funds are not used in a duplicative manner.
12. Applicants must be able to provide the required 25% local funds match. The match can be in-kind, cash or any combination of the two.
13. Private non-profit organizations directly requesting funds from the legislature for the prevention of child abuse and neglect for the 2008 . 2009 program year are not eligible to apply for grants funded with the Children's Trust Fund\$ state dollars.
14. Programs that serve families and children must encourage strong collaboration with other public/private agencies in the community.
15. Programs must not have parallel funding that would place restraints on the program\$ ability to meet CTF expectations.
16. Applicants must provide a copy of 2006 or 2007 Independent Auditor's Report (letter of opinion or disclaimer of opinion) on the financial statements and a copy of 2006 or 2007 IRS Form 990. Financial Reporting Policy:

**Requirements for Compilation of Financial Statements**

- Total Income on 2006 or 2007 IRS Form 990 or 990EZ is under \$50,000

**Requirements for Review of Financial Statements**

- Total Income on 2006 or 2007 IRS Form 990 or 990EZ between \$50,001 - \$300,000 will require a review level of services for financial reporting
- No compilation level of financial reporting is acceptable

#### **Requirements for Audit of Financial Statements**

- Total Income on 2006 or 2007 IRS Form 990 or 990EZ above \$300,001 will require an audit level of services for financial reporting
- No compilation or review level of financial reporting is acceptable

### **Ineligible Programs, Services and Expenses**

The following list, while not all inclusive, specifies other programs that the CTF Board will not consider for funding in Program Year 2008 - 2009:

#### **Ineligible Programs/Services**

1. Economic approaches to prevention (i.e., child support, divorce equity, or income maintenance programs)
2. Domestic violence (spouse abuse) education or shelter-based treatment programs
3. Crime prevention programs
4. Teen pregnancy prevention programs
5. Drug, alcohol or other substance abuse prevention or treatment programs
6. AIDS counseling or prevention programs
7. Stranger Awareness Programs
8. Boot Camps

#### **Ineligible Services/Expenses**

1. Purchase of fund-raising services or items
2. ~~Indirect~~ direct costs+or any costs that cannot be itemized in the CTF Budget
3. Equipment purchases exceeding \$499 for one item
4. Per Diem or gasoline purchases  
*Only actual travel expenses are reimbursable. Mileage rate not to exceed current state rate.*
5. Percentage of personnel benefits over the amount specified in the CTF budget
6. Duplicating any portion of a salary of any current government employee (Supplanting)
7. Promotional items (T- shirts, caps, cups, etc.)
8. Payment for services currently being funded by CTF
9. Fees to consultants who write the CTF grant for an agency
10. Grantees may not charge salaries and/or benefits to the CTF grant during LWOP, sabbaticals, or extended holidays i.e. Spring and Christmas breaks (other than vacation or annual leave). The only holidays chargeable to the CTF grant are those approved by the Governor's Office and applicable to all state agencies.

**Contact the CTF Fatherhood/Healthy Marriage Field Director, if you have any questions concerning budget expenditures.**

## Financial Definitions

### Fatherhood/Healthy Marriage Program Required Match

An in-kind and/or cash match of 25% is required of all Fatherhood/Healthy Marriage Grantees.

#### EXAMPLE:

Grant Amount	Total In-Kind/Cash Match Required (25% of grant)
\$40,000	\$10,000

*Note: The above figure is an example of a minimum requirement.*

#### Cash Match

Any cash outlay allocated to the CTF prevention project by the grantees' budget. Cash contributed by other agencies and institutions, or private organizations and individuals may also be applied to cash match provided the contribution goes into the grantees' budget and is allocated to the CTF prevention project.

Cash match contributions must be used for the CTF grant program and not other organization programs (i.e., cash used as match for CTF funds may not be used for cash match for other State or Federal grant funds). Required cash match requires the same financial documentation as do CTF funds. **Other Federal funds cannot be used to match the TANF funded Fatherhood/Healthy Marriage grants.** Match documentation remains on-site and is reviewed by CTF staff during monitoring/site visits. Cash match funds must flow through the agency's own budget and documented as allocated toward the CTF grant prevention program. Cash match requirements for CTF, as outlined in the enabling legislation, specify that the match will consist of local funds resources.

#### In-Kind Match

In-kind contributions are contributions other than actual dollars by the grantees' own agency, other agencies and institutions or by private organizations and individuals.

In-kind contributions may include, but are not limited to: volunteer services, the value of contributed space, equipment, materials, etc. Use of office space, utilities, phone, etc., should be valued on the percentage of its value equal to the percentage that is being utilized by the CTF program. In-kind services require explanation of source and amount. A detailed explanation from the provider, with calculations shown for claimed amounts, is sufficient documentation for in-kind.

Volunteer services are considered to be in-kind contributions. \$15.00 per hour is the set value for standard volunteer time. Professionals volunteering in their professional capacity contribute time valued at their local market rate.  
(Ex: Psychologist at \$80/hr.)

## Fatherhood Program Components and Definitions

Fatherhood Programs work with non-custodial or never married parents. These programs are focused on enhancing the bond between parent and child, access and visitation, job skills, and increased compliance with child support. These components are not stand alone and should be integrated into a successful Fatherhood Program:

1. Education
  - a. Adult basic education (tutoring, small classes).
  - b. GED preparation (integrated into other components).
  - c. Education on child support services and related legal issues.
2. Assistance with Employment
  - a. Job readiness training (resume writing, interview skills, job search).
  - b. Specific job skills training (computer programming, auto mechanics, etc.).
  - c. Job placement assistance and post employment support.
3. Counseling Services
  - a. Referral for crisis intervention and individual needs (housing, substance abuse counseling, marriage and family counseling, Narcotics Anonymous, health services, legal assistance, pro bono lawyers, domestic violence counseling).
  - b. Mediation services to promote successful team parenting.
  - c. Early intervention . working with both parties (mother and father) before child support non-payment becomes an issue.
4. Fatherhood Development Activities
  - a. Peer Support groups and/or parenting workshops . Suggested content:
    - Personal development (values, self esteem, manhood issues)
    - Life skills (communication, decision-making, stress management, etc.)
    - Violence prevention
  - b. Evidence/Research-Based Fatherhood Curriculum %Examples+
    - Quenching the Father's Thirst
    - Partners for Fragile Families
    - Foundations of Fatherhood
    - Dr. Dad Program
    - 24/7 Dads

*The Department's curricula guide can be viewed at [www.ctf.alabama.gov](http://www.ctf.alabama.gov).*
  - c. Parenting Workshops
    - Child development
    - Parenting skills
    - Parent and child enrichment activities

## Healthy Marriages Program Components and Definitions

Healthy Marriages Programs may target youth, non-married couples, premarital couples, and/or married couples. They may also specifically target stepfamily couples. While adults may attend as individuals, efforts should be made to recruit participants as couples. Efforts should be made to promote access to marriage education programs for specific at-risk groups who have been shown to have comparatively higher rates of family and marital instability (e.g., low-income couples, non-married parents, African-American couples, stepfamily couples). Stated objectives should focus on (1) increased awareness of the importance of healthy marriages among community members, (2) increased access to free resources and programs on healthy marriages, (3) establishment or expansion of a local community healthy marriage initiative, (4) increased number of marriage educators and marriage education program offerings in local community, (5) gains in individual relationship knowledge and skills relevant to healthy marriages among program participants, and (6) improvements in relationship quality, positive parenting practices, and indicators of adult and child well-being among program participants. Program approach and design should include:

- Utilization of male/female team of marriage educators (priority will be given to those agencies with staff and volunteers already trained in marriage education curricula).
- Efforts to recruit couples, rather than individuals.
- Use of curriculum that contains the ~~core~~ skills for healthy marriages, delivered in a series, a minimum of 12 hours.
- Participation in the statewide healthy marriage network coordinated by the ACHMI partners.
- Connection to local Domestic Violence assistance program.
- Written Domestic Violence protocol developed within 30 days of grant receipt.
- Viable recruitment and retention plan.
- Note that community awareness activities may be included in your program plan, as these activities can serve to enhance recruitment into educational programs.
- Stated willingness to participate in pre- and post-program evaluation study.

### *Empirically Derived Core Skills for Healthy Marriages*

Several empirically-informed lists of ~~core~~ marital skills exist (e.g., Adler-Baeder, et al., 2004; Hawkins, et al., 2004; Moore et al., 2004) and, overall, are highly consistent. The National Extension Relationship and Marriage Education Network is a group of faculty from 10 land-grant universities who have an ~~outreach~~ mission for linking research and practice (see [www.nermen.org](http://www.nermen.org)). Recently, this group gathered to assess the research literature on factors related to marital quality. They determined that core or basic skills and topics that should be addressed in a marriage education series are:

**CHOOSE.** Decide to make the relationship a priority, and choose behaviors and thoughts consistent with this commitment.

**KNOW.** Develop knowledge of your partner's life, thoughts, and feelings and share your thoughts and feelings with your partner.

**SHARE.** Develop and maintain a friendship and a sense of ~~we-ness~~; strive to have meaningful time together.

**CARE.** Demonstrate kindness, affection, understanding, respect, and caring support on a daily basis.

**CONNECT.** Engage positive social support outside the family. Connect to a personal source of meaning and strength.

**MANAGE.** Use effective strategies for engaging and interacting around differences, stresses, negative feelings, and issues of safety.

**CARE FOR SELF.** Maintain physical, psychological, and sexual health and wellness as an individual.



## 2008-2010 Program Objectives and Target Data – Auburn University

**NOTE: Read carefully - The following information and forms have been revised.**

In order to demonstrate the impact of CTF grantee programs, organizations will be required to have program participants complete questionnaires related to the program objectives and submit these questionnaires to the CTF Evaluation Team at Auburn University. In addition to this data, the characteristics of participants served and services offered will be tracked. More information on the methods of data collection and submission will be provided at Grantee Training.

For this grant application, complete the appropriate Program Objectives Checklist (pages 18-19 . see table below) and the Target Data Form (page 20) to indicate your goals for the program.

**NOTE:** Do not alter the forms.

In completing the Program Objectives Checklist, select the minimum # of required objectives that are most relevant to your program. (You may select more than the minimum number; select all that apply.) Additional objectives may also be selected from the optional objectives section when applicable. The selection of any optional objectives will mean the corresponding survey item(s) must be added to the survey completed by participants.

Program Type	Minimum Number of Objectives Required	Page Number
Fatherhood	12 Objectives	18
Healthy Marriage		19

In completing the Target Data Form, put a single number in every field that applies to your program to indicate what you project for your program across 2008-2010.

The top section of the form involves information about program services and participants. Report the anticipated length of services and age, race/ethnicity, and gender of participants to be served. The total number of participants indicated by the race/ethnicity breakdown and the gender breakdown should be consistent with the total number indicated by age group. Keep in mind that the targeted participants are the ones who will be completing the evaluation forms/surveys.

The bottom section of the form involves information about community awareness activities. Community awareness activities include activities that raise awareness about child abuse and neglect. Report the anticipated number of community awareness presentations and the number of people that would be served. Plan to do at least one activity.

As a Fatherhood CTF Grantee, you may be selected to participate in a more detailed evaluation of your program that involves the collection of pre-program and post-program data. All Healthy Marriage CTF Grantees agree to use pre-program and post-program questionnaires designed by the evaluation team. **Your Grant Application submission confirms your agreement to cooperate with the evaluation procedures as prescribed**

## **2008-2010 Fatherhood Program Objectives Checklist**

**Required Objectives:** Place a checkmark in the box beside **all items** that you expect to change as a result of your program. **NOTE:** Select a minimum of 12.

<input type="checkbox"/>	1. Participants' commitment to making full child support payments each month will increase.
<input type="checkbox"/>	2. Participants' intention of finishing high school will increase.
<input type="checkbox"/>	3. Participants' intention of going to vocational training and/or college will increase.
<input type="checkbox"/>	4. Participants' intention of working at least 20 hours in a week for 3 months in a row will increase.
<input type="checkbox"/>	5. Participants' commitment to staying in school will increase.
<input type="checkbox"/>	6. Participants' commitment to maintain civil interactions with child support enforcement personnel will increase.
<input type="checkbox"/>	7. Participants' commitment to being around their child at least a few times a week will increase.
<input type="checkbox"/>	8. Participants' commitment to avoid the occurrence of unplanned or repeat pregnancy will increase.
<input type="checkbox"/>	9. Participants' commitment to spending at least 1 day a week doing a family activity will increase.
<input type="checkbox"/>	10. Participants' commitment to working cooperatively with their child's other parent will increase.
<input type="checkbox"/>	11. Participants' quality of their relationship with their child's other parent will improve.
<input type="checkbox"/>	12. Participants will increase their knowledge of children's development at different ages.
<input type="checkbox"/>	13. Participants will increase their knowledge of the best activities for their child based on his/her age.
<input type="checkbox"/>	14. Participants will increase their knowledge of what parenting responses are best to use when their child is not behaving.
<input type="checkbox"/>	15. Participants' ability to use several forms of positive discipline will improve.
<input type="checkbox"/>	16. Participants will increase their knowledge of their child's positive qualities.
<input type="checkbox"/>	17. Participants will increase their knowledge of what positive parenting involves.
<input type="checkbox"/>	18. Participants will increase their knowledge of nurturing behaviors.
<input type="checkbox"/>	19. Participants will increase their knowledge of how to respond to their child's needs.
<input type="checkbox"/>	20. Participants' ability to recognize when they are at risk for harming their child will improve.
<input type="checkbox"/>	21. Participants' ability to stop themselves when they are at risk for harming their child will improve.
<input type="checkbox"/>	22. Participants will increase their knowledge of community resources where they can receive help.
<input type="checkbox"/>	23. Participants' ability to establish and maintain a relationship with their child will improve.

**Optional Objectives:** Place a checkmark in the box beside the item if you want to select it in addition to the 12 (or more) required objectives selected above. **NOTE:** If an optional objective is marked, then the corresponding survey item must be added to the required items on the participant survey.

<input type="checkbox"/>	24. Participants' commitment to voluntary participation in marriage/relationship classes will increase.
--------------------------	---

Please suggest additional measurable objectives to be considered for the checklist:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## **Alabama Community Healthy Marriage Initiative** **Program Objectives Checklist**

**Note: All objectives will be assessed through the pre-program and post-program questionnaires that will be provided to you by the evaluation team. Check which set of objectives your program will address (i.e., Adult or Youth)**

<b>Adult</b>
1. Participants will report greater agreement on important issues.
2. Participants will report increased marital satisfaction.
3. Participantsqmarital quality, stability and happiness in the relationship will increase.
4. Participants will increase their trust in their partner.
5. Participants will increase their commitment to maintaining their marital relationship.
6. Participantsqconfidence in their marital relationship will increase.
7. Participants will decrease in their use of negative interactions.
8. Participants will increase their use of positive interactions.
9. Participants will report an increase in closeness.
10. Participantsqinterpersonal competence skills will improve (i.e., conflict management, assertiveness, disclosure, emotional support).
11. Participants will increase the quality of their co-parenting relationship.
12. Participants will increase their level of individual empowerment.
13. Participantsqlevel of distress will decrease.
14. Participants will increase their positive parenting behaviors (e.g., increased praise, decreased threats, increased explanation of consequences for actions).
15. Participantsqparenting efficacy will increase.
16. Participantsqattitude toward father involvement will become more positive.
<b>Youth</b>
1. Participantsqself-esteem will increase.
2. Participantsqdistress level will decrease.
3. Participants will decrease their use of negative interactions in relationships.
4. Participantsqinterpersonal competence skills will improve (i.e., conflict management, assertiveness, disclosure, emotional support).
5. Participants agreement with faulty relationship beliefs will be reduced.
6. Participantsqattitude toward marriage will become more favorable.
7. Participantsqattitude toward marriage education will be more favorable
8. Participants will increase their use of positive coping skills.
9. Participants will have less tolerance for aggression and violence in relationships.
10. Participants will increase their commitment to resist sexual pressure

Please suggest additional objectives to be considered for the survey:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## 2008-2010 Target Data Form

### Program Services and Participants

#### Program Services to Be Conducted

Average # of contact hours per participant:

Average # of contact sessions per participant:


#### Adult/Parent Participants to Be Served

# of adults/parents to be served (over age 18):

# of teen parents to be served (under age 18):


#### Child/Youth Participants to Be Served

# of children to be served pre-K (0-5):

# of children to be served K-5th grade:

# of youth to be served 6th-12th grade:

# of children/youth with special needs:


#### Race/Ethnicity of Participants to Be Served

# of Caucasians:

# of African-Americans:

# of Hispanics:

# of Asian-Americans:

# of Native Americans:

# of Bi-Racial Ethnicity:

# of Other Ethnicity:


#### Gender of Participants to Be Served

# of Males:

# of Females:


### Community Awareness Activities

	# of Presentations	# Served
Trainings		
Community Fairs		
School Fairs		
Poster Contests		
Radio Spots		
T.V. Shows & PSA's		
Child Abuse Prevention Month		
Brochures/Flyers		
Speaking Engagements		
Information Packets		
Other: _____		

# Fatherhood/Healthy Marriage Grant Review Scoring Sheet (Program Year 2008-2009)

\*\*\* This form is for informational purposes only. Do not submit with your Grant Application. \*\*\*

Reviewer ID#: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Congressional District: \_\_\_\_\_

Program Type (circle one):              **Fatherhood**              **Healthy Marriage**

## I. ORGANIZATION'S CTF FUNDING HISTORY

**Request for Funding Increase** (Current Grantees Only . No points)

*Did the applicant:*

- Provide a clear plan why additional funds are needed

## II. PROGRAM NARRATIVE

*Program Score*

\_\_\_\_\_

### A. Purpose of Program (15 points)

*Did the applicant:*

- Describe what the program intends to achieve
- Provide an operational plan that includes specific activities for attaining selected program objectives (See RFP pages 18 - 19)
- Attach Program Objectives Checklist (See Appendix A)

\_\_\_\_\_

### B. Problem and Needs Assessment (5 points)

*Did the applicant:*

- Identify the problem(s) to be addressed
- Demonstrate an understanding of the problem(s)
- Include reviews of literature, best practices, state and local data

\_\_\_\_\_

### C. Program Management and Organization (15 points)

*Did the applicant:*

- Give a brief description of the organization's history and structure
- Provide number of employees, titles, qualifications and experience of management responsible for CTF program
- Provide an organizational chart (See Appendix B)
- Provide resume(s) or job descriptions (See Appendix C)
- Provide current list of Board of Directors (See Appendix D)

---

**D. Program Location (5 points)**

*Did the applicant:*

- Name the program location
- Describe participants accessibility to sit
- List days of the week and time program is conducted

---

**E. Population to be Served (10 points)**

*Did the applicant:*

- Provide the demographics of the target population and the number to be served
- Include plans for identifying, recruiting, involving, retaining, and tracking target population
- Describe how parental consent will be obtained from participating minors
- Provide Target Data Form (Appendix E)(See RFP page 20)

---

**F. Collaboration with Other Agencies and Individuals (10 points)**

*Did the applicant:*

- Describe the program's collaboration and coordination plan with other community-based public and private agencies
- Demonstrate how the program is not duplicative and coordinates with existing programs in the community
- Provide two current letters of collaboration (See Appendix F)
  - One letter must be from local county DHR
  - Fatherhood applicants must have a letter from the Presiding Child Support Court Judge (mandating referrals)

---

**G. List Curricula used (10 points)**

*Did the applicant:*

- List curricula to be utilized in the program
- Describe how the curricula is appropriate for the program criteria and target population
- Provide a synopsis of curriculum by the publisher (See Appendix G)

---

**H. Use of Volunteers (5 points)**

*Did the applicant:*

- List specific duties, recruiting, screening, training and number of volunteers for CTF program
- Provide a statement regarding how they will comply with CTF's background check policy for volunteers
- Provide a volunteer training outline (See Appendix H)
- If applicable, list why volunteers are not utilized in the CTF/TANF funded program

N/A \_\_\_\_\_

**I. Stipulations** (Current Grantees Only . No points)

*Did the applicant:*

- Address any stipulations made by the CTF Board

N/A \_\_\_\_\_

**J. Promotion of CTF Prevention Programs (all applicants – no points)**

*Did the applicant:*

- Include a plan to market the CTF license plate to sell a minimum of ten (10) plates.

\_\_\_\_\_ **Budget – Personnel Expenses and Operating Expenses**

**Personnel Budget Worksheet** (10 points)

*Check the following items for accuracy:*

- Budget is calculated correctly
- Specific source of cash match is listed
- Percentages of match are calculated correctly (25% of requested amount)
- The total budget amount matches the amount requested on the cover page
- Brief description of each position is listed
- Hours and amount of CTF request are listed correctly and match personnel expenses for CTF program

\_\_\_\_\_ **Budget Narrative** (15 points)

*Did the applicant:*

- Provide CTF with Independent Auditor's Report and 2006 or 2007 IRS Form 990 (See Appendix I)
- Provide an explanation of each line item charged to CTF program
- Attach copy of current IRS Form 501 (c) (3) letter (See Appendix J) (non-profit organizations only)
- Provide a current year list of all funding sources including, but not limited to, Federal, State or local grants

\_\_\_\_\_ **Program/Auburn University Objectives Information**

(Current Grantees Only - 5 points)

*Did the Applicant:*

- Explain any barriers to using the AU measurement tools and what assistance would help future efforts.
- Explain any barriers to program implementation and how each will be addressed, corrected, and changed for future implementation.
- Explain any observed improvements for participants related to PY 2007 . 2008 Program Objectives.
- If funded in PY 2006 . 2007: Address significant issues identified from AU Individual Program Reports for Program Year 2006-2007 made available to all 06-07 grantees in January 2008.

\_\_\_\_\_ **Standard Deductions (3 or more– grant application will not be considered)**

- |                                      |          |
|--------------------------------------|----------|
| 1. Tabs missing/Incorrect Tabs       | 5 points |
| 2. Original or Copies not signed     | 5 points |
| 3. Late Financial Report (s)         | 5 points |
| 4. Late AU Data Report (s)           | 5 points |
| 5. Diskette or CD not included       | 5 points |
| 6. Program narrative exceeds 5 pages | 5 points |

CALCULATE TOTAL

HERE (minus standard deductions): \_\_\_\_\_

\_\_\_\_\_ (100 points possible for new grant applications/105 points possible for current grantees)

**Comments and Stipulations:**

**Amount Requested: \$** \_\_\_\_\_



Child Abuse and Neglect Prevention programs are funded by proceeds from the purchase of the CTF Specialty car tag. To demonstrate your efforts to prevent child abuse and neglect, please purchase or renew your tag today.



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DEPARTMENT OF CHILD ABUSE AND NEGLECT PREVENTION  
BOARD OF DIRECTORS  
2008**

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**Revised: February 29, 2008**

# Alabama Counties Divided Among U.S. Congressional Districts



## **District 1**

Baldwin  
Clarke  
Escambia  
Mobile  
Washington  
Monroe

## **District 2**

Autauga  
Barbour  
Bullock  
Butler  
Coffee  
Conecuh  
Covington  
Crenshaw  
Dale  
Elmore  
Geneva  
Henry  
Houston  
Lowndes  
Montgomery  
Pike

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Chambers  
Cherokee  
Clay  
Cleburne  
Coosa  
Lee  
Macon  
Randolph  
Russell  
Talladega  
Tallapoosa

## **District 4**

Blount  
Cullman  
DeKalb  
Etowah  
Fayette  
Franklin  
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Marshall  
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## **District 5**

Colbert  
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Limestone  
Madison  
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## **District 6**

Bibb  
Chilton  
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Shelby  
St. Clair

## **District 7**

Choctaw  
Dallas  
Greene  
Hale  
Marengo  
Perry  
Pickens  
Sumter  
Tuscaloosa  
Wilcox